

CONFIDENTIAL

1 MAR 1963

MEMORANDUM FOR: CIA Records Administration Officer, DD/S

SUBJECT : Survey Report - GSA Vital Records Depository,

[REDACTED]

25X1

1. Reference is made to your memorandum dated 11 January 1963 requesting a security survey of the GSA Vital Records Depository [REDACTED]. This survey has been completed and the report is attached.

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[REDACTED]

Responsible GSA officials at the depository indicated that the offer of "free space and service" to the Agency is based on the Agency utilizing existing space and storage facilities without modification. If the Agency required a secure area, only a small portion of the depository could be set aside for this purpose (1000-1200 feet). If a vault is required, it would not be possible [REDACTED] because of space limitations, and the Agency would have to make independent arrangements for leasing space elsewhere [REDACTED].

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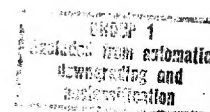
3. It is the opinion of this office that the Vital Records of this Agency may be stored [REDACTED] under the following conditions:

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[REDACTED]

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4. If the decision is made that the Agency will utilize the [redacted] to store Vital Records, the facilities of this office are available to you to develop the necessary procedural and structural details.

SIGNED

Sheffield Edwards  
Director of Security

Attachment:  
Report, As Stated

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**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
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2	7D24 Headquarters		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Attached is the Survey Report on the GSA  
Vital Records Depository,   
I'll be glad to discuss this with you anytime.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chief, Records Management Staff	3-13-63

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment